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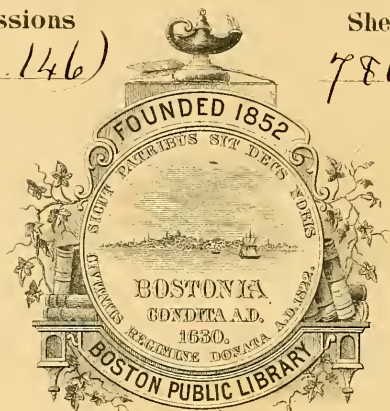
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BYE-LAWS

OF THE

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NOVA SCOTIA HOSPITAL

FOR THE INSANE.

1868.



HALIFAX, N. S.:
PRINTED BY BLACKADAR BROTHERS.

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NOVA SCOTIA
HOSPITAL FOR THE INSANE.
HALIFAX, NOVA SCOTIA.
1868.

Commissioner of Mines and Works.

Honble. ROBERT ROBERTSON, M. E. C., M. P. P., &c. &c.

Board of Commissioners.

CHARLES TWINING, Esq., Chairman,

GEORGE G. DUSTAN, Esq.,

JOHN STARR, Esq.

Treasurer.

Hon. WM. ANNAND, President of Council, M. E. C., M. L. C., Prov. Treasurer.

Medical Superintendent.

JAMES R. DEWOLF, M. D., Edin'r., L. R. C. S. E.

Assistant Physician.

ROBERT W. McKEAGNEY, M. D.

Storekeeper.

MR. GEORGE DOWNIE.

Housekeeper.

MRS. R. D. DICKSON.

Supervisors.

MISS SANDIFER.

MR. JOHN H. McNAB.

Engineer.

MR. R. D. DICKSON.

RULES, REGULATIONS, AND GENERAL ORDERS

FOR THE GOVERNANCE OF THOSE EMPLOYED IN THE CARE OF
PATIENTS, OR ON THE PREMISES OF THE

Nova Scotia Hospital for the Insane.

1868.

MEDICAL SUPERINTENDENT.

1. He shall with his family reside on the premises, and devote his whole time to the welfare of the institution.

2. He shall have the superintendence of the hospital, and of all buildings and grounds connected therewith, the oversight and charge of patients, and the general direction of all the concerns of the institution, subject to such regulations as may, from time to time, be established by the Chief Commissioner of Mines and Public Works.

3. He shall visit all the patients or learn their condition daily, and as much oftener as may be necessary, and shall direct such medical, moral, and physical treatment, as may be best adapted to their relief.

4. He shall obtain, as far as practicable, a complete history of every patient admitted into the hospital, and shall keep, or cause to be kept, a register, showing the name, age, and residence of each, the time of reception and removal, the treatment adopted and its results — whether cured, relieved, or otherwise, and, if deceased, the cause of death.

5. Under the general direction and with the concurrence of the Chief Commissioner of Mines and Public Works, he shall, from time to time, appoint such persons as he may

deem qualified to perform the duties of the various departments connected with the institution and premises, and shall determine their rate of salaries or wages.

6. He shall prepare a code of rules and regulations for the governance of those employed in the care of patients, or on the premises, which shall be printed, and a copy furnished to each person thus employed.

7. He shall require a written obligation from every person so employed, in which it shall be specified that not less than one month's notice shall be given by persons wishing their discharge; reserving to himself, with the concurrence of the Commissioner of Mines and Works, the right of dismissal without notice in case of acts of harshness or violence to the patients, intemperance, or disobedience of orders.

8. He shall see constantly that all persons employed in or about the hospital, perform faithfully their respective duties.

9. He shall submit, annually, a written report of the condition, progress, and requirements of the institution.

ASSISTANT PHYSICIAN.

1. He shall reside in the hospital, and perform his duties under the direction of the Medical Superintendent.

2. He shall visit each ward, and see every patient daily, and more frequently if required.

3. He shall keep a record of the cases of all the patients, describing the history, symptoms, mode of treatment, and all material circumstances connected therewith.

4. He shall compound the medicines, and punctually attend to any remedies prescribed for the patients. He shall examine and correct the number on the diet lists from time to time, taking care that all extras prescribed for the sick are duly supplied.

5. He shall exercise a general control over the conduct of the attendants, instructing them in their duties, and reporting to the Medical Superintendent any neglect or misconduct on their part.

6. He shall exert what moral influence he can with the patients for their benefit, and to the utmost of his power promote their employment and recreation in the way most suitable to their several circumstances.

7. In the absence of the Medical Superintendent he shall in all respects occupy the position, fulfil the duties, and sustain the responsibilities of said Superintendent.

8. He shall not absent himself from the hospital without the consent of the Medical Superintendent, and shall not (except in case of emergency) be absent at the same time with the Superintendent.

9. He shall attend upon visitors when requested, and shall perform such other duties as may be assigned to him.

STOREKEEPER.

1. He shall have charge of all the provisions, farm implements, fuel, outbuildings, carriages, harness, and all other articles not otherwise provided for.

2. He shall attend to the baking, and shall render an account to the Superintendent, monthly, of the flour, meal, &c., received and used, and of the quantity of bread baked, and how distributed.

3. He shall keep an account of all articles supplied to the hospital, stating when and from whom received.

4. He shall issue the supply of food according to the diet scale, that is of meat, fish, bread, and vegetables, daily; and of such other articles as tea, sugar, butter, cheese, and the like, weekly. He shall also issue weekly, or as often as occasion may require, the supply of patients' clothing, and the

requirements of the wards, &c., on proper requisitions, duly countersigned by the Superintendent.

5. He shall see that no waste is allowed by patients or others, and shall keep an account of all damages, and by whom caused.

6. He shall open an account with every patient for clothing supplied, and for breakages or damages.

7. He shall take stock monthly of provisions and stores, and quarterly of furniture and farm implements.

8. He shall attend to the cleanliness of the cellars and enclosures.

9. He shall use every means to retake the patients when they escape.

10. He shall pay the employees monthly.

11. He shall attend the burial of the dead.

12. He shall attend to any other special duties that may be assigned to him.

HOUSEKEEPER.

1. Under the direction of the Medical Superintendent, she shall have the general oversight of the domestic arrangements, and shall employ and regulate the labour of the female servants.

2. She shall attend to the cleanliness and good order of the detached building. She shall see that the food is properly cooked and served, and shall oversee the washing and ironing.

3. She shall see that the female servants are faithful in the discharge of their duties, and that they strictly observe the regulations of the hospital.

4. She shall promptly acquaint the Superintendent with any fact or circumstance that may come to her knowledge likely to have a bearing upon the medical or moral treatment of the patients.

5. She shall perform what ever other duties may be required of her.

SUPERVISOR. (Women's Wards).

1. She shall attend to the making and mending of the patients' clothing, and have the charge of the sewing room, and the distribution of the labor of the female patients.

2. She shall have the oversight of all the women's wards, and see that the hospital regulations and the directions of the Superintendent are carried out, and give special attention to cases of sickness.

3. She shall have charge of all the bedding and bed linen of the hospital.

4. She shall take an inventory of the clothing of the female patients on their admission.

5. She shall keep an account of all the work done under her direction.

HEAD ATTENDANT. (Men's Wards).

1. He shall see to the cleanliness of the men's wards, visiting and inspecting every part of them from time to time.

2. He shall see that the meals are served punctually, and that the dishes, &c., are safely returned.

3. He shall attend with the storekeeper to the issuing of supplies and clothing.

4. He shall relieve the attendants when occasionally absent, whether on leave or from sickness.

5. He shall oversee the male patients when at work, and attend to the amusements and exercise of those not at work.

6. He shall report any want of repairs, whether in the building, outhouses, or fences.

ENGINEER.

1. He shall have charge of the supply and distribution of the water, of the drainage, of the heating apparatus and pipes connected therewith, of the ventilation of the hospital, of the machinery and fittings, and of the gas works, subject to such directions as may be given from time to time by the Superintendent or the Commissioner of Mines and Works.

2. He shall, once a fortnight, exercise the men employed under him, and such others as the Superintendent may appoint, in the use of the hose or other appliances connected with the fire department, and shall render a weekly report to the Superintendent of the fuel used — whether for steam, gas, or household purposes.

CLERK OF WORKS.

1. It shall be the duty of the Clerk of Works to oversee and direct, in accordance with instructions received from the Commissioner of Mines and Works, all building operations, alterations, and repairs, except those of a minor nature entrusted to the Engineer, Head Attendant, or others resident at the hospital.

2. He shall engage and superintend the labour of all mechanics and artisans occasionally employed; and when the aid of any of the regular staff of the hospital is required, it shall be had through the Medical Superintendent.

WATCHMAN.

1. He shall commence his duties at 9 P. M., and shall continue until relieved in the morning; during this time he

shall be constantly awake, faithful, and diligent in the discharge of his duty.

2. He shall perform a regular nightly patrol as directed by the Superintendent, who will regulate his period of rest.

3. He shall render such other services as may be required of him.

ATTENDANTS.

1. Attendants are expected to devote their whole time to the hospital, in the performance of the duties required of them.

2. They must expect a constant observation of the manner in which their duties are performed; and use their utmost endeavors to render all those entrusted to their care contented and comfortable.

3. They will be careful at all times to set a good example, and shall explain to the patients that their restoration and comfort is the leading object of the institution.

4. In all their intercourse with the patients, the attendants will treat them with due civility, avoiding violence and rudeness of every kind. All reasonable requests are to be promptly attended to.

5. No attendant shall be excused, under any circumstances, for striking a blow or laying violent hands on a patient, except in the clearest case of necessary self defence. They are to keep cool under every provocation.

6. They will carefully avoid talking to the patients on the subject of their delusions, nor will they permit others to do so.

7. They will never allow patients to be laughed at, ridiculed, or harshly spoken to.

8. Deception must always be avoided, and no promises are ever to be made, which can not be unequivocally performed.

9. No attendant will be allowed to trade or barter anything with a patient, nor to receive a present from a patient.

10. Neatness and cleanliness will be most scrupulously required of the attendants, not only in regard to their own appearance, but in the patients and wards under their charge, and any failure in these will be considered a neglect of duty.

11. Attendants are never to allow strangers to enter the wards without the permission of the Superintendent.

12. Visiting of attendants from one ward to another, except when called necessarily, is not permitted.

13. Each attendant is responsible for every patient under his or her care, and is expected to be able at any moment to say where such patient may be found.

14. They shall exercise the greatest vigilance so that while the patients may consider themselves at perfect liberty, they shall be continually under the eye of the attendant in the day rooms, galleries, airing courts, or grounds.

15. Patients suspected or known to have a propensity to suicide, escape, or destructiveness, should never be lost sight of; and all dangerous weapons must be carefully kept out of reach.

16. Attendants are not to retire to their rooms while the patients are in the wards.

17. No person should pass through the wards, nor any door be unlocked, without immediately attracting the attention, and occasioning the approach of an attendant.

18. The patients are to be washed and properly dressed before breakfast, and are to be kept neat and tidy during the day.

19. All are to be bathed regularly once a week, unless directions are given to the contrary. Baths should not be

taken directly after a meal : two hours at least should intervene.

20. When the patients are at their meals, it is the duty of the attendant to be constantly with them, to distribute the food, and to prevent improprieties. Knives and forks must be counted after each meal.

21. Indisposition, refusal of food or medicine, any unusual conduct or appearance, or any suspicious occurrence, should be reported without delay.

22. Whenever a patient escapes, or is missing, immediate notice is to be given by the attendant in charge, and by any other person to whom the fact is known. Each attendant is to aid the others in watching suspected patients.

23. When patients are out for exercise they are not to be left alone : constant attention is to be given that they do not lie on the ground, or expose themselves to the cold in winter, or to the sun's rays in hot weather.

24. Attendants when in charge of patients at work, shall on all occasions take a part in the labor, and encourage them to diligence and industry by their own good example.

25. Attendants will not be allowed in the kitchen or laundry.

26. Attendants are not to leave the hospital without permission ; and while absent their keys are to be left in the surgery. It will be their duty to report themselves immediately on their return to the premises.

27. Each attendant is to keep a report book for recording the temperature of the ward, and all noteworthy occurrences. A requisition book and damage book are also to be kept, showing the requirements of the ward, and the injuries done to clothing, furniture, &c. An in-

ventory of the patients' clothing is also to be kept, and of the ward equipments.

OTHER EMPLOYEES.

Those in the service of the Institution whose duties have not been specially defined in the foregoing rules, shall each perform the services usually appertaining to the designation of his or her employment, according to the instructions of the Superintendent, and of the resident officers under his direction. They will be selected with reference to their fitness for the companionship and oversight of patients while at work out of the wards, and shall conform to the general spirit of these regulations in the performance of their various duties.

Whenever the hospital does not longer require the services of any individual in its employ, the reason for dispensing with them may or may not be given at the discretion of the Superintendent.

OBLIGATION

TO BE SIGNED IN THE PRESENCE OF THE MEDICAL SUPERINTENDENT BY EACH ATTENDANT AND SERVANT BEFORE APPOINTMENT.

I hereby promise to obey the rules of the hospital, to be careful of its property, and to avoid gossiping about its inmates or affairs.

I consider myself bound to perform any duty assigned to me by the Medical Superintendent.

If any thing contrary to the rules of the hospital be done in my presence or come within my knowledge, I pledge myself to report it to the Medical Superintendent.

I understand my engagement to be monthly, and I agree to give a month's notice should I wish to leave my situation.

I acknowledge the right of the Medical Superintendent and the Chief Commissioner of Mines and Works, to discharge me without warning for acts of harshness or violence to the patients, for intemperance, or disobedience of orders.

GENERAL ORDERS.

A.—Every person, receiving a salary or wages from the hospital, for any service, shall devote the whole of his or her time to the institution, and shall not be interested in any purchase or sale to which the hospital or a patient is a party; nor receive any present from a patient.

B.—All employees of the Institution, except those engaged in night watching, shall commence their duties at five o'clock, A.M., in April, May, June, July, August, and September; and half-past five in March and October; and at six in November, December, January, and February.

Breakfast shall commence an hour after the time named above; dinner shall be served at twelve o'clock, and tea at half-past five P.M. during the year.

The hospital shall be closed at half-past nine every night, at which time all shall retire to their apartments.

C.—Sunday shall be strictly observed as a day of rest and quiet at the hospital. No visitors will be admitted, nor will leave of absence be granted on the Lord's day, except to those who are desirous of attending public worship, and can be spared to do so.

D.—All persons employed in or about the hospital, un-

less they have conscientious objections to the contrary, are expected, when their duties will admit of it, to attend the religious services held in the hospital on Sabbath afternoons.

E.—In case of serious bodily illness, every patient (unless it be manifestly prejudicial) may be visited by a clergyman of the denomination to which he belongs.

F.—If a patient escape through negligence, the whole expense of retaking such patient will be deducted from the wages of the person or persons at fault.

G.—The admission of visitors to, or their exclusion from the amusements and occupations of the patients within the house or grounds, or elsewhere, shall be regulated by the Superintendent alone.

H.—No visitors shall be admitted to the hospital, or any portion of the premises, after the regular hours (five o'clock, P. M.) without the sanction of the Superintendent.

I.—No officer, attendant, or servant, shall report abroad the name, history, conduct, or conversation of any of the patients, nor shall these be spoken of to visitors; neither shall any who are employed in or about the hospital visit the friends of patients, without the express permission of the Superintendent.

K.—No conversation shall be held through the windows, doors, fences, or dumb waiters, nor shall anything be thus thrown away.

L.—No letters, parcels, or publications are to be distributed to the patients except under the direction of the Medical Superintendent, who will inspect all letters to as well as from patients, and is empowered to withhold the same in whole or in part.

M.—The wards occupied by female patients shall not be visited by any of the male employes, nor shall the

female attendants or servants visit any portion of the building or premises appropriated to males, without special leave of the Superintendent.

N.—Those having charge of keys must be particularly careful to report to the Head Attendant whenever any door locks or unlocks with difficulty. None who are entrusted with keys shall ever part with them to a patient, nor (except when authorised) to any other person; and whenever absent from duty, their keys must be left in the surgery till their return.

O.—Every time leave of absence is granted it shall be reported, and the duration noted. No unmarried attendant or servant is to be permitted to pass the night out of the hospital.

P.—No non-resident shall remain in the institution over night without the knowledge of the Superintendent.

Q.—All persons employed in or about the hospital are expected to treat with becoming civility those engaged in the same service, and no one will be employed who is known to be addicted to intemperance or any immoral habits.

(June, 1889, 20,000)

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